



Bureau of the Public Debt's
Administrative Resource Center

Human Resources Directive Franchise Services

Number: HRD FS 340-1

Original Issue Date: January 1999

Review Date:

Subject: Part-Time Employment Program for Permanent Status Employees

1. **PURPOSE** To provide policies and procedures for establishing and filling part-time positions.
2. **SCOPE** This directive applies to permanent status employees.
3. **BACKGROUND**
 - a. These regulations implement the Federal Employees Part-Time Career Employment Act of 1978.
 - b. Part-time employment provides management more flexibility:
 - (1) To meet work requirements.
 - (2) To fill shortages in various occupations.
 - (3) To give opportunities to employees who seek a reduced work week.
 - c. Part-time employment may expand opportunities for:
 - (1) Individuals with certain disabilities.
 - (2) Students who are financing their education.
 - (3) Employees who need to balance family responsibilities with the need for additional income.
 - (4) Employees desiring a gradual transition into retirement.
4. **POLICY** Part-time career employment opportunities are provided for employees in grades GS-1 through GS-15 consistent with resource and mission requirements. These opportunities are offered without regard to race, color, religion, sex, national origin, age or non-disqualifying physical or mental disabilities. Full-time employees will not be required to accept part-time employment. Positions currently occupied by a full-time employee cannot be abolished solely to create a part-time employment position.
5. **REFERENCES**
 - a. 5 U.S.C. 3401-3408.
 - b. Public Law 95-437, "Federal Employees Part-Time Career Employment Act of 1978."
 - c. 5 CFR, Part 340.
6. **DEFINITION** Part-Time Employment (Permanent). A regular schedule of 16 to 32 hours per week under a part-time appointment on or after April 8, 1979. This does not include intermittent and temporary employees.
7. **RESPONSIBILITIES**
 - a. Human Resources Division (HRD). Provides a Part-Time Employment Program Coordinator.

- b. First-Line Supervisors. Decide if work can be done with less than a full-time position. If so:
 - (1) Determine the number of hours required to perform the work and consider the impact on ceiling and budget.
 - (2) Consult with a Personnel Staffing and Classification representative to determine any position classification effects.
 - (3) Write a position description.
 - (4) Initiate a "Request for Personnel Action," (SF-52) to recruit with a part-time tour of duty. Under "Remarks," identify days and hours of the tour of duty.
- c. Employees. Express interest in converting to a part-time position:
 - (1) Submit a written request to their supervisor asking that their current position be converted to part-time.
 - (2) Not all requests can be approved. In these cases, employees can send a "Request for Change to Part-Time Employment" (Attachment 1) to HRD. This request will be valid for one year from the date submitted. If a manager is trying to fill a part-time job, HRD will refer qualified applicants who have completed this form.
 - (3) Apply for advertised part-time positions under regular merit promotion procedures.

8. GUIDELINES

- a. Options Available to Managers for Filling Part-Time Positions.
 - (1) Reassign an interested employee currently assigned to the same type of position on a full-time basis.
 - (2) Reassign a qualified employee who has voluntarily applied for a part-time position.
 - (3) Advertise the position under applicable merit promotion procedures.
- b. Voluntarily Increasing Part-Time Hours. Part-time tours of duty may be temporarily increased to meet workload demands. The immediate supervisor must consider the impact on an employee before increasing the part-time tour. If the employee agrees, the increase can be effective the next pay period.
- c. Mandatory Increases. If work requires an increase in hours, an employee must be given two weeks advance notice. If an employee objects, the objection is submitted in writing to the next appropriate level supervisor, who will make the final decision.
- d. Documentation of Changes in Work Hours. Increases or decreases in work hours for more than two consecutive pay periods must be documented on an SF-52 and submitted to HRD. The employee's timekeeper must reflect the appropriate hours on the timecard.
- e. Concurrent Part-Time Appointments. There is no prohibition against an employee having two part-time positions either in the same or different agencies. In the case of concurrent part-time appointments, the total number of work hours should normally not exceed 40 hours per week.

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9. **OFFICE OF PRIMARY
INTEREST**

Human Resources Division, Administrative Resource Center
Franchise Customers (as appropriate)

Thomas W. Harrison, Executive Director
Administrative Resource Center

REQUEST FOR CHANGE TO PART-TIME EMPLOYMENT

Instructions: Complete items below.

1. Name _____
Last First Middle

2. Series and Grade _____

3. Position Title _____

4. Organization _____

5. Requested work week (**total hours may not be less than 16 or exceed 32**).

Total hours requested: _____

Hours per day requested:

Monday	_____	Tuesday	_____	Wednesday	_____	Thursday	_____
Friday	_____	Saturday	_____	Sunday	_____		

6. Lowest acceptable grade _____

7. Positions/series for which I want consideration.

8. Reasons for requesting conversion to part-time (optional).

I request a change in my tour of duty from full-time to part-time. I understand and accept that certain rights and benefits will be affected by converting to part-time employment as described in Attachment 1a.

Employee's Signature

Date

EFFECTS OF CONVERTING TO REGULARLY SCHEDULED PART-TIME WORK

BENEFITS: Part-time employees under permanent appointments are eligible—on a prorated basis—for the same benefits as full-time employees.

1. ANNUAL LEAVE:

Employees earn annual leave on a prorated basis depending on the number of hours worked per pay period as follows:

- Employees with less than 3 years of service earn 1 hour of annual leave for each 20 hours worked.
- Employees with 3 but less than 15 years of service earn 1 hour for each 13 hours worked.
- Employees with 15 or more years of service earn 1 hour for each 10 hours worked.

2. SICK LEAVE:

- Employees earn 1 hour of sick leave for each 20 hours worked.
- Part-time employees are covered by the Family and Medical Leave Act of 1993 and the Federal Employees Family-Friendly Leave Act.

3. HOLIDAYS:

- If a holiday falls on a day the employee normally works, the employee is paid for the number of hours he/she is regularly scheduled to work. This will not exceed 8 hours unless the part-time employee is on a compressed work schedule.
- Part-time employees are not entitled to a holiday that falls on a day they are not normally scheduled to work.

4. RETIREMENT:

Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years.

- Each year of part-time service counts as one full year toward the length of service requirement.
- The annuity calculation for periods of part-time service after 4/6/86 is prorated.

5. HEALTH INSURANCE:

- Part-time employees receive the same coverage as full-time employees but pay a greater percentage of the premium.
- The premium is prorated based on the number of hours the employee is scheduled to work each week. For example, an employee on a 20-hour per week schedule receives one-half the Government contribution towards the premium.

6. LIFE INSURANCE:

- Part-time employees are eligible to participate in the Federal Employees Group Life Insurance Program.
- The amount of insurance for which the employee is eligible is based on the part-time employee's annual salary.

OTHER PERSONNEL POLICIES:

1. PAY

- Gross pay is computed by multiplying the employee's hourly rate of basic pay by the number of hours worked each pay period.
- The rate of pay is proportional to the time scheduled to work.
- Part-time employees are eligible for overtime pay for hours worked in excess of 8 hours a day or 40-hours per week. THIS DOES NOT APPLY FOR SOME ALTERNATE WORK SCHEDULES!

2. QUALIFICATIONS DETERMINATIONS

- Credit for job qualifications are prorated based on the number of hours worked. For example, an employee who works 20 hours a week would receive 6 months of work experience credit for 12 months of work.

3. SERVICE CREDIT: A PART-TIME EMPLOYEE EARNS A FULL YEAR OF SERVICE FOR EACH CALENDAR YEAR WORKED (REGARDLESS OF SCHEDULE) FOR COMPUTING THE FOLLOWING:

- Retirement eligibility.
- Career tenure.
- Completion of probationary period.
- Within-grade pay increases.
- Change in leave category.
- Time-in-grade restrictions on advancement.

4. REDUCTION IN FORCE

- Part-time employees compete separately from full-time employees.
- Part-time employees compete only for other part-time jobs and have no assignment rights to full-time positions.
- Full-time employees cannot displace part-time employees.

5. ADVERSE AND PERFORMANCE-BASED ACTIONS

- Part-time employees have the same rights as full-time employees when disciplinary actions or performance-based actions are taken.
- A reduction in scheduled hours is not subject to adverse action procedures.

6. FLEXIBILITY IN WORK SCHEDULING

- To meet the needs of the office or the employee, the employing organization may temporarily or permanently change the hours of a part-time employee. Although part-time employees must have schedules within the 16 to 32 hours per week range, they may occasionally work more than 32 hours.

7. RETURNING TO FULL-TIME DUTY

- A part-time employee may request reassignment to a full-time position or apply for full-time announced vacancies. There is no automatic right to convert to full-time.